



## NORTH CAROLINA AIR NATIONAL GUAF AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY AFSC: TITLE: Production Recruiter and Retainer (PRR) AFSC: 8R000 PSN# 0070650334	RANK/GRADE:  NTE TSgt/E-6	<input type="checkbox"/> NATIONWIDE <input checked="" type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #:  <b>ANG-AGR 2016-008</b>
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UNIT, LOCATION, POC:

145 FSS, Charlotte, NC

POC: SMSgt Melissa Smith melissa.k.smith95.mil@mail.mil

704.391.4308 DSN: 231.4308

OPENS: 02 March 2016

CLOSES: 02 April 2016

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, and coordinates all recruiting activities. Develops an annual recruiting plan to include goals, activities, advertisement, and financial planning. Assists the ANG Recruiting Office Supervisor in the planning and organizing of recruiting activities: Analyzes industrial and population content of communities to determine the requirements for recruiting programs. Develops and maintains long-term contacts with representatives of local news media. Develops and maintains recruiting relations with representatives of civilian organizations, high schools at local level, reserve and active duty units of the Armed Forces, and the general public. Implements approved recruiting programs to meet Air National Guard and public needs and interests. Establishes contacts with interested prospects through the use of the news media and referrals. Improves techniques for disseminating recruiting information. Maintains full familiarity with events and facts concerning benefits for Air National Guard personnel. Coordinates recruiting activities, with information specialists and photographers to cover events in which Air National Guard personnel participate. Coordinates the recruiting advertisements with the Community Manager for all local radio and television spot public service announcements to ensure a balanced presentation of material and suitable program types. Prepares reports and correspondence for recruiting activities. Coordinates inter-service information on recruiting activities. Reports unfavorable publicity or conditions that might result in unfavorable public reaction. Coordinates with responsible sections to ensure prospects are properly scheduled for physical examinations and ASVAB tests, etc. Coordinates with educational facilities to ensure proper information assistance requests are fully complied with. Coordinates formal presentations to members of the news media, educational institutions, public service organizations and other organizations, upon request through the Public Affairs Office. Performs technical recruiting functions: Conducts recruiting briefings for ANG Personnel engaged in recruiting, involving direct contact with the public and representatives of the news media, i.e. personnel on short tours for fairs, special presentations, etc. Conducts community relations programs including installation tours for members of the civilian community, makes personal contacts with prospective enlistees to present the overall opportunities the Air National Guard has to offer. Follows up on all contacts regardless of the source. Convinces qualified people to join the Air National Guard. Must maintain locally established recruiting production standards to meet state/unit strength requirements. Must be familiar with officer selection programs IAW ANGI 36-2005. All officer leads should be coordinated with the Recruiting & Retention Superintendent. Performs other duties as assigned.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Must hold a 5-level in their current AFSC, except in those instances where a 5-level does not exist. Must have served at least eighteen months in the ANG. Must be in grade E-4 through E-6. Must possess a high moral character and unquestionable integrity. Must project a favorable image (appearance and military bearing) for the ANG. Must be able to speak clearly and communicate effectively. Must possess/demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must be willing to work long and irregular hours. Must meet physical profile 11B21 (minimum X-3 profile), and be dental class A. Knowledge is mandatory of: the organization, mission and operation of the Air National Guard, and the methods and techniques of recruiting, internally and publicly, including the use of newspaper, magazines, radio, television and photographic media for advertising purposes.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

**MILITARY ASSIGNMENT:** This is a fenced position. Assignment in an Enlisted position, 15th Force Support Squadron, NCANG, AFSC: SRO00, and appropriate military UMD grade, with duty location in Charlotte and New London, NC. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training.

**Member must remain in the position to which initially assigned for a minimum of 24 months.**

**EVALUATION FACTORS USED:** Review of individual applications, the Trimetric Assessments and personal interviews. **ADDITIONAL ITEMS REQUIRED:**

Resume

If selected to interview applicants will be required to complete the Trimetric Assessments. The Trimetric Assessments consist of two parts. The first measures three dimensions which are Values, Attitudes, Behaviors and the second evaluates your sales knowledge and potential for success. If selected, you will be required to complete this survey before your interview. Instructions will be provided at that time.

**Application Packages must include the following:**

(1) NGB Form 34-1 (dated 11 Nov 2013)

(2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.

(3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package

(4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

(5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)

(6) Must have adjudicated Security Clearance before starting tour.

(7) Scan all documents and submit as one attachment.

**PLEASE READ DISCLAIMER:** Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

**EMAIL APPLICATIONS TO:** [usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil](mailto:usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil). Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.